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17 AUG 1960

MEMORANDUM TO: Chief, Support Staff, FE Division

SUBJECT : Interim Report - Work Simplification Study - FE/B&F

1. This is the second interim report on the Management Study which you requested. Our recommendations represent simplification of B&F Section procedures. No attempt was made to pin point such deficiencies as are normally covered by the Audit Staff in their reviews. The recommendations which affect procedures covered all or in part by Regulation or Handbook have been discussed with representatives of the Comptroller. Approval by the Office of Comptroller will be required for adoption of only one, and the draft memorandum from your office requesting this approval has been included.

2. Some of the recommendations perhaps warrant consideration in more detail than has been presented, and we would appreciate meeting with you for such discussion as is required.

3. Additional recommendations involving areas of possible functional overlap between the B&F Section and other Sections of the Support Staff may be included in the final report.

4. Discussions with FE Operating Branch personnel have revealed their general satisfaction with the extent of services rendered by the B&F Section.

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Chief, Management Analysis Staff, DD/P Area

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